

## ORGANIZATION UNIT WORKOUT GROUPS

### H Section 1.0 General

Pursuant to Section ~~3~~**4**.04 of Chapter 9, "Transfer to Organization Unit Workout Group," organization units involved in direct loan, guaranteed loan, grant, and cooperative agreement programs must refer debts which are ~~ninety~~ (90) days delinquent to an organization unit workout group for intensive collection action. Follow-up procedures by the workout group will be the same for other receivables, i.e., general or trade accounts receivable.

The organization unit workout group(s) should be comprised of at least three ~~(3)~~ organization unit line officials. It is strongly recommended that legal counsel and a program officer serve as workout group members on an advisory basis. The organization unit workout group membership should be designated by the head **Chief Financial Officer (CFO)** of the organization unit.

~~Exhibit H-1 lists individuals in each organization unit who have been designated responsibility for workout group activity.~~

### ~~H Section 2.0 Workout Group Membership~~

~~To maintain a current listing, each organization unit Debt Management Officer (DMO) is responsible for submitting updated information concerning individuals assigned to the organization unit workout group. Any changes must be immediately reported to the Director for Finance and Federal Assistance (OFFA)~~

~~The information in the format shown below should be sent to:~~

~~Office of Finance and Federal Assistance  
Office of Financial Management  
14th & Constitution Avenue, N.W., Room 6819  
Washington, D.C. 20230~~

~~Function/Type of  
Debt Responsible  
for  
Collection (i.e.,~~

<del>Bureau</del> <u>Name</u>	<del>Name/Title/Phone Number</del> <u>of Workout Group Member</u>	<del>loans, grants, contracts, etc.)</del>
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### H Section 3 2.0 Resolution Period

The organization unit workout group will have a period of up to ~~one hundred twenty~~ (120) days to take collection actions necessary to protect the Government's interest on seriously delinquent debts (see Chapter 9, Section 45.02).

### H Section 4 3.0 Responsibilities

The organization unit workout group will be responsible for:

- .01 Developing a follow-up plan which may include, but is not limited to, telephone calls, on-site visits, and letters to ensure that the recipient remits the money to the Federal Government. A continuing assessment will be made on the cost-effectiveness of the follow-up plan to ensure that the cost of collection efforts does not exceed the value of the outstanding balance.
- .02 Providing a status report (for each debt) of actions taken by the workout group to the organization unit's **Debt Management Officer** (DMO). The status report should be provided no later than ~~one hundred twenty~~ (120) days after the debt has been in the workout group and should include a determination of what action the workout group has taken to resolve the debt. If no determination/recommendation is made by the workout group at the end of the ~~one hundred twenty~~ (120)-day period, a report will be made to the organization unit **CFO head** (see Chapter 9, Section 45.02).
- .03 Notifying legal counsel of the outstanding debt and requesting appropriate legal action, including litigation, if recommended by the workout group.
- .04 Notifying the accounting or finance officer and/or the DMO of those debts that should be turned over to commercial collection agencies.

- .05 Reporting monthly to the accounting or finance officer and/or the DMO, by account or award number, the dollar value of each case and its status during the month (i.e., in liquidation, or scheduled for administrative, salary, or income tax offsets, etc.)  
**(See Exhibit H-1 for an example of this report).**

~~Additional reporting guidance for workout groups is provided in Chapter 11 of this Handbook. The information reported is needed in order for the organization unit's accounting or finance office to be able to prepare the monthly reports to the Department's Credit Management Data Base. If a separate group has been established for liquidation activity, that group should report information on status of accounts directly to the accounting or finance office.~~

- .06 Monitoring the progress of the above-mentioned actions by monthly summaries and meetings to decide time sensitive servicing actions. The organization unit workout group will prepare a case summary considering the appropriate facts of the case and the assessment of collectibility. In consultation with the accounting or finance officer, an allowance for potentially uncollectible debts will be established at the beginning of each fiscal year. Losses will be written-off against the allowance. All write-offs must be concurred with by the legal counsel and will comply with the requirements of this appendix and Chapter 10 of this Handbook.

- .07 Other specific actions are to be taken by the organization unit workout group if collection efforts are unsuccessful and it is determined that the recipient is unable to pay the debt or a portion thereof. In these cases, the workout group will document evidence of this inability to pay in accordance with the Federal Claims Collection Standards ([4 CFR 104.3](#)). The workout group will submit this evidence along with their recommendation for compromise, termination, or suspension to the appropriate organization unit legal counsel for review and appropriate action (see Chapter 10, Sections 5.0, 6.0, and 7.0).

- .08 After approval of the compromise, suspension, or termination, the organization unit workout group will notify the accounting or finance officer and the DMO in writing of the decision. The accounting or finance officer will record the action taken ~~and report the amounts as required in Chapter 11 of this Handbook.~~

For additional details on the responsibilities of organization unit workout groups, see Chapter 10, Section 4.0 of this Handbook.

~~DELETE~~

Appendix H

Exhibit H-1

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ORGANIZATION UNIT  
DESIGNATED WORKOUT GROUPS

~~Bureau of the Census:~~

~~James D. Lincoln (all debt)  
Chief, Finance Division  
763-5654~~

~~Economic Development Administration:~~

~~James Marx (monitors regional  
Director, Credit and Debt office loan  
Management Division servicing; services  
377-2621 more difficult and  
problem business  
and public works  
loans; negotiates/  
collects outstand-  
ing grant debt)~~

~~Michael Oberlitner (negotiates and  
Director, Liquidation collects/liquidates  
— Division business loans/  
377-4965 guarantees in  
bankruptcy, fore-  
closure, or  
liquidation)~~

~~David McIlwain (processes grant  
Director, Public Works applications and  
— Division services approved  
377-5265 grant projects)~~

~~International Trade Administration:~~

~~Richard L. Sullivan (grants)  
Financial Analyst  
Financial Assistance  
— Division~~

~~377-2607~~

~~Elaine Murphy (grants)  
Financial Analyst  
Financial Assistance  
— Division  
377-2607~~

~~Appendix H~~

~~Exhibit H-1~~

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~~ORGANIZATION UNIT  
DESIGNATED WORKOUT GROUPS~~

~~International Trade Administration (continued):~~

~~Cassin Muir (grants)  
Financial Analyst  
Financial Assistance  
— Division  
377-2607~~

~~Daniel F. Harrington (grants)  
Director, Technical  
— Assistance Division  
377-4031~~

~~Jeff Gren (grants)  
Deputy Director, Technical  
— Assistance Division  
377-4031~~

~~Thomas Heckmann (grants)  
Technical Assistance Specialist  
Technical Assistance Division  
377-4101~~

~~Minority Business Development Agency:~~

~~Michelle McClelland (all debt)  
Attorney Advisor  
Office of Chief Counsel  
377-5045~~

~~National Institute of Standards and Technology:~~

~~John C. McGuffin (all debt)~~  
~~Comptroller~~  
~~Office of the Comptroller~~  
~~975-2291~~

~~National Oceanic and Atmospheric Administration:~~

~~Michael L. Grable (loans and loan~~  
~~Chief, Financial Services guarantees)~~  
~~—Division~~  
~~National Marine Fisheries~~  
~~—Service~~  
~~427-2390~~

ORGANIZATION UNIT  
DESIGNATED WORKOUT GROUPS

~~National Oceanic and Atmospheric Administration (continued):~~

~~Shawn Barry (loans and loan  
Program Leader guarantees)  
Financial Services Division  
National Marine Fisheries  
—Service  
427-2390~~

~~Eileen Cooney (fisheries/marine  
Attorney resources penalties)  
Office of the Assistant General  
—Counsel for Enforcement and  
—Litigation  
427-2292~~

~~Millie Ingels (grants)  
Acting Chief, Procurement and  
—Finance Division  
Office of Administration  
443-8261~~

~~National Telecommunications and Information Administration:~~

~~Dennis Connors (grants)  
Director, Office of Policy  
—Coordination and Management  
377-1835~~

~~Sarah Maloney (grants)  
Chief, Budget Division  
Office of Policy Coordination  
—and Management  
377-1056~~

~~John Fernandez (grants)  
Attorney Advisor  
Office of the Chief Counsel~~



~~377-1816~~

~~ORGANIZATION UNIT~~

~~DESIGNATED WORKOUT GROUPS~~

~~National Telecommunications and Information Administration  
(continued):~~

~~Shirley Simpson (grants)  
Program Analyst  
Public Telecommunications  
— Facilities Program  
Office of Telecommunications  
— Applications  
377-5802~~

~~National Technical Information Service:~~

~~Mary O. Houff (all debt)  
Acting Accounting Officer  
Accounting Division  
487-4626~~

~~Office of the Secretary:~~

~~John O'Brien (all debt)  
Director  
Management Service Center  
Office of Finance and  
— Federal Assistance  
427-3137~~

DEBT COLLECTION REPORT  
WORKOUT GROUP ACTIVITY

Quarter Ending \_\_\_\_\_

Organization Unit: \_\_\_\_\_

Office/Program: \_\_\_\_\_

	<u>Accounts</u> <u>Receivable</u>		<u>Loans*</u> <u>Receivable</u>	
	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>
	(#)	(\$)	(#)	(\$)
<u>Referrals to Agency Internal</u> <u>Workout Groups</u>				
I. <u>Summary</u>				
a. Referrals in Workout BOP	_____	_____	_____	_____
b. Referred to Workout Group this Quarter	_____	_____	_____	_____
c. Resolved by Workout Group this Quarter	_____	_____	_____	_____
d. Outstanding with Workout Group EOP	_____	_____	_____	_____
e. Debts in Workout Group Longer than 90 Days	_____	_____	_____	_____
II. <u>Liquidation</u>				
a. Referrals in Workout BOP	_____	_____	_____	_____
b. Referred to Workout Group this Quarter	_____	_____	_____	_____

c. Closed (completed)	---	-----	---	-----
d. Outstanding with Workout Group EOP	---	-----	---	-----

III. Administrative Offset Activity

a. Referrals in Workout BOP		---	-----	---	-----
b. Referred to Workout Group this Quarter	---	-----	---		-----
c. Offsets Initiated this Quarter	---	-----	---		-----
d. Outstanding with Workout Group EOP	---	-----	---		-----

IV. Salary Offset Activity

a. Referrals in Workout Group BOP	_____	_____	_____	_____
b. Referred to Workout Group this Quarter	_____	_____	_____	_____
c. Offsets Initiated this Quarter	_____	_____	_____	_____
d. Outstanding with Workout Group EOP	_____	_____	_____	_____

V. Income Tax Refund Offset Activity

a. Referrals in Workout Group BOP	_____	_____	_____	_____
b. Referred to Workout Group this Quarter	_____	_____	_____	_____
c. Offsets Initiated this Quarter	_____	_____	_____	_____
d. Outstanding with Workout Group EOP	_____	_____	_____	_____

Prepared by:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Telephone #:

\*Includes loan guarantees assumed by organization units.